



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PLANNER II

Job Number: 20001541

Job Code: 80420V151016

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional research, analysis and planning work contributing to the development and implementation of comprehensive plans for use at the agency or statewide level; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have one year of experience in planning.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate work in planning or a related field will substitute for the required experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in research, analysis of data, planning or a related field will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Researches, analyzes and evaluates data for use in a specified program or project. Develops and evaluates program plans relating to such areas as environmental analysis, aeronautics, airport zoning, urban and regional planning, facilities or systems planning, recreational planning, transportation planning and other areas. Compiles data for statistical analysis and evaluation purposes. Prepares, reviews and monitors contracts and evaluates completion. Researches maps, construction plans, route logs, inventories, populations, employment and other sources to attain data on items required for files. Compiles socio economic data for use in developing program plans. Meets with and advises local government authorities, volunteer groups and other organizations on community problems affecting planning. Prepares drafts of reports, articles, charts, tables, graphs and other narrative and graphic materials relating to planning. Attends public meetings and conferences related to planning with federal, state or local officials. Explains to interested persons and groups the procedures, requirements, limitations and general facts relating to receipt of federal and state funds for comprehensive planning.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in the office and in the field. Travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*